

Approved For Release 2002/05/09 : CIA-RDP78-06096A000100030011-6  
UNITED STATES GOVERNMENT

# Memorandum

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**CONFIDENTIAL**

TO : Director of Training

DATE: 26 October 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 33  
19 - 25 October 1965

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1. On 18 October, at DDTR's request, Chief IS called [redacted] to discuss the S. V. Task Force requirement for a five-day orientation program. On the afternoon of the same day [redacted] briefly. On the afternoon of 21 October [redacted] and members of his staff. At that meeting it became clear that the content of the five-day orientation program would be almost entirely in the clandestine services area. A brief outline of the requested coverage was given to [redacted]. On 22 October Chief IS sent that outline to DTR with the suggestion that the coverage was outside the competence of the Intelligence School. On 22 October and again on 25 October Chief IS discussed the problem with the Chief of the Operations School, who said that he would call [redacted].

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2. On 20 October Chief IS lunched with Mr. Alexander Davitt, Director of State's junior officer training program, and Mr. Ralph Jones, Davitt's assistant, to discuss a one-day Agency briefing for the current class of State's JOT's. A separate report of this discussion has been submitted to DTR.

3. On 21 October Chief IS briefed [redacted] DDP Senior Training Officer, on the activities of the Intelligence School. In this briefing the Senior Management Seminar was not covered in detail; [redacted] fully on this program.

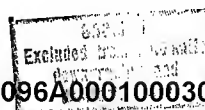
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4. On 21 October Chief IS was called by [redacted] Director of American University's Seminar and Workshop in Intelligence Analysis, and asked to conduct a seminar on the history and development of U.S. intelligence. The seminar is scheduled for the afternoon of 16 November at American University. [redacted] have also been

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NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S *6/12*  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: *27-1-80*

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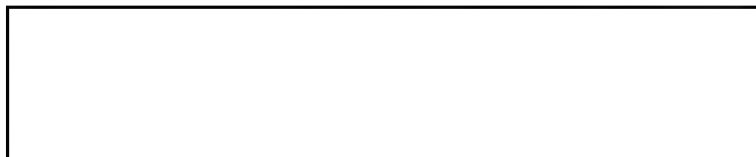
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asked to participate at various times. Agency interest in the development of this project was originally approved by Mr. Kirkpatrick, and I assume that it is not necessary to renew approval of participation. [REDACTED] has full Agency clearance, but the students have not; therefore all material presented by Intelligence School personnel will be unclassified.

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Attachment: Reports

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# Memorandum

TO : Chief/Intelligence School

DATE: 25 October 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 33  
18-22 October 1965

## SENIOR MANAGEMENT SEMINAR

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This Seminar proceeded without a hitch and seemed to be quite successful. The group was not as high a level as some of the previous ones, but the interest and acceptance of the program seemed higher, perhaps for that reason.

## PHASE II - OFFICE OF FINANCE

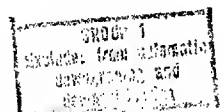
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On 21 October [ ] met with the senior officers of the Office of Finance for the continuation of their Phase II developmental program. They are in the process of developing specific goals, both of an operational and a team effectiveness nature. A considerable number of ideas have been put forward, many of which are quite ambitious in nature. Other problems are recognized as lying beyond the purview of the Office of Finance but nonetheless are considered vital to some of the operating problems. Further refinement of priorities and strategies will, of course, have to be made, and the group plans to pursue this process as rapidly as possible. It has been noted that most of the divisions run into immediate problems as they approach their Phase II efforts because of various supervisors who have not yet had Phase I. These missing links are primarily the result of rotation. Accordingly, plans have already been developed for a Phase I make-up group of about thirty-six people to be held at [ ] on the weekend of 18-22 November. Thereafter, we are planning to move almost immediately into Phase II for the divisions and staffs. This is tentatively planned for the first weekend in December. We hope to hold the opening sessions of Phase II for the various divisions and staffs simultaneously, and this will probably

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involve going to  where we can set up each group in different rooms and proceed on a mass production basis. //

This work with the Office of Finance, plus our scheduled courses, plus the new development of our moving in December instead of February results in an extremely crowded schedule for the next two months and may necessitate the cancellation of either a Supervision or a Management Course, or both.

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# Memorandum

TO : Chief, Intelligence School

DATE: 25 October 1965

FROM : Chief, Intelligence Production Faculty

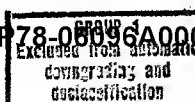
SUBJECT: Weekly Activities Report No. 33  
18 October - 22 October 1965

25X1A 1. Intelligence Production Course No. 14 started this morning with 18 students, of whom 7 are women. One of the students is in imminent danger of having to volunteer or of being drafted into the Armed Services. [ ] who is the chief instructor in the IPC, was operated on for kidney stones on Wednesday, so the introductory day's activities were handled by [ ]. To spread the work on advising students on their course research projects we have limited each faculty member to no more than two advisees.

25X1A 2. Another ITC began on Monday, and we are anxious to see how the new faculty organization and the four sections breakdown for this course works out. We have had to do some minor adjustment with one faculty member laid up, but despite this change we expect the program to work well. A new Economic Memorandum has been prepared by [ ] for use in the course, and we have hopes that it can replace a successful but venerable exercise on the fertilizer industry in Rumania.

25X1A 3. The Writing Workshop for ORR, conducted by [ ] and [ ] ended on Thursday. The students were willing to learn and to work, and their interest in writing kept the sessions moving toward the course objective. VuGraph presentations of each student's drafts helped maintain the tutorial emphasis of the course, and seminar discussions gave both student and faculty a basis for mutual respect and exchange of viewpoints. The course ended with the Chief Instructor, [ ] in the hospital, but the blame must be put on pressure from kidney stones, not pressure from students.

25X1A 4. The Basic Writing Workshop, conducted by [ ] ended last week. Of the original 15 enrollees, five were cancelled before the course began, one transferred to the Intermediate Workshop, and one withdrew after two classes; this left a very manageable eight students. One of these was a TLO from the Office of Security whose principal motive for taking the course was to see what it is like so he can recommend it to others from his office.

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*This is a different allocation of assignment in the course.*

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As usual, there was a wide range of ability in the class. Those who started at a low level at least became aware of their problems and of the need to correct them; the better writers were shown their main weaknesses and tried to improve. The group took its assignments seriously and almost all students made some progress.

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5. On Friday [ ] visited the American University's Special Operations Research Office and one of its newer activities, Counterinsurgency Information Analysis Center (called CINFAC). Information on SORO and CINFAC will be included in the new revision of Volume III (Intelligence Repositories) of the text Intelligence Research Facilities and Techniques. CINFAC is building up extensive files of information, largely unclassified, on all aspects of Counterinsurgency except the scientific and technical -- which are taken care of by another DOD contractor, Battelle Memorial Institute in its Remote Area Conflict Information Center (RACIC). The files are being made up by writing area names and subject codes next to paragraphs in books, periodicals, and documents, photographing the individual pages, and reproducing the pages at 5" x 8" size as many times as there are different areas and codes on the page. CINFAC has a group of analysts who do the coding and who get answers to questions and write research reports in response to requests. Any government agency or government contractor working on counterinsurgency can ask questions or levy research research requests on CINFAC.

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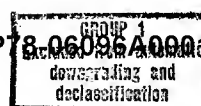
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6. [ ] at the Defense Intelligence School on Tuesday to get further information on the exercises which were developed by a DIS contractor for use in the DIS' new CT course. [ ] is reproducing the instructions on each of the exercises. When the exercise packages are complete we will review them to see if any of the exercises can be used in our own training.

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 25 October 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 33  
18 - 22 October 1965

## 1. CT Orientation (Class of October 1965)

B { On 22 October, 40 of an original group of 41 CT's completed their first phase of Agency training--the second CT group to have the new two-week cycle. One student had to miss virtually all of the course because of illness. We plan to give this trainee special tutoring on his return. The group did very well on the standard 80-item exam--the only evaluation given in the course. Preliminary study of class scores revealed that over 75% had no more than 5 incorrect responses--a very good showing.

The class was most cooperative in all phases of course management. The attitude of the students, together with their alertness in question periods give indications that this is a fine group of trainees.

## 2. Intelligence Review

I.R. #11 is all set for a 28 October opening with an enrollment of 39 students. The large number of early DDS registrants has now been pretty well balanced out with students from DDI and DDS&T.

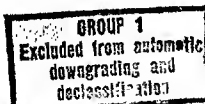
The DCI has tentatively agreed to give the closing address on 10 November. Col. White will be speaking on 1 November.

## 3. Special Lectures and Briefings

a. On 18 October at Headquarters, approximately 40 new employees were briefed by [ ] on the National Security Structure, Intelligence Community and functioning of CIA. We plan to explore the possibility of shortening the lunch period given these new trainees by 15 minutes (currently 1 1/2 hours) to provide more time for the Office of Medical Services briefing. This would restore the full 2 1/2 hours (including a training film) needed for our portion of the program.

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b. On 21 October, [ ] presented his regular lecture on the subject "Soviet Bloc Military Potential" to students in the Communist Strategy Course at the Foreign Service Institute, State Department. On this occasion, 31 senior officers and civilians from a number of agencies--State, Defense, NSA, DIA, and USIA (including several "bi-national center" grantees) were in attendance. In response to our standing invitation, Mr. John Keppel, Course Chairman, plans to visit CIA at our convenience some time in November.

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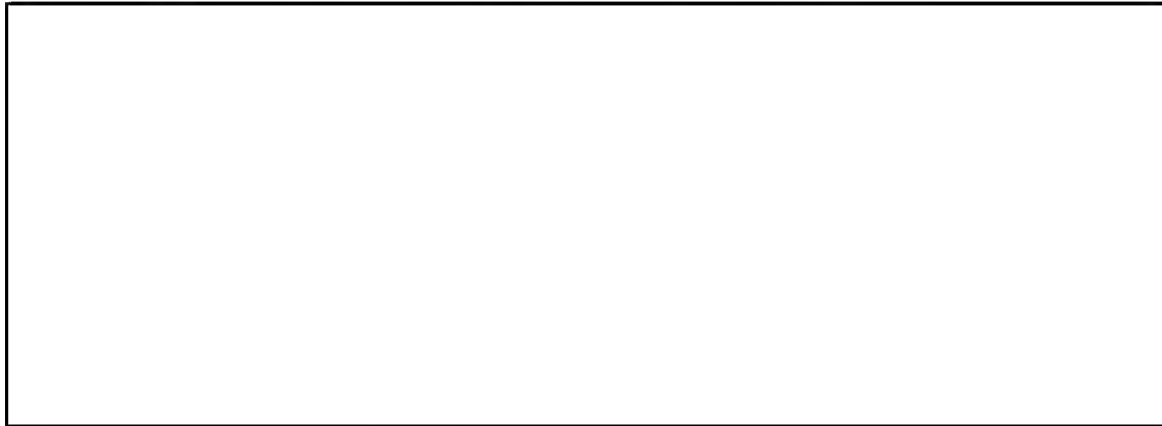
d. [ ] briefed the U.S. Ambassador to Poland, the Hon. John A. Gronouski, on CIA's Organization and Mission on 21 October at Headquarters. Ambassador Gronouski showed considerable interest in our headquarters administrative structure, and also in the problem of main-

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[ ] His general attitude toward the Agency, in the brief period of time I was with him, seemed most favorable.

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f. On 18 October at Headquarters, [ ] gave a special Orientation for Overseas (2 1/2 hours) to 17 OC personnel heading for 15 different foreign posts.

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5. Other

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[ ] attended the monthly meeting of the  
Inter-Agency Area Roundtable, held at the Peace  
Corps on 20 October.

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UNITED STATES GOVERNMENT

# Memorandum

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TO : Chief, Intelligence School

DATE: 22 October 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 33  
18 - 22 October 1965

1. Number in Clerical Induction Training: During the week of 11 - 15 October 1965, there were 60 trainees in Clerical Induction Training; of these 17 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 11 - 15 October 1965, there were 18 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 11 - 15 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	13	2
Shorthand	4	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 11 - 15 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	21	
Typewriting	8	0
Shorthand	1	0
Card Punch Operator		
Aptitude Test	1	

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan